

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	ISSUED 6/1/02	REVISED 4/09	CHAPTER 8	SECTION 8.3
CHAPTER Chapter 8. Recordkeeping		SUBJECT Records to Support the Claim			

The following records must be kept on file to support the claim for reimbursement:

- Daily dated menus by type (breakfast, lunch, supper, snack) for Infants and Children
- Daily Resident Rosters
- Point of Service Meal Count Records by Date and Meal Type (breakfast, lunch, supper, snack)
- Food and Milk Purchase and Donation Receipts

See Sections 5.2 and 6.3, for more information on recordkeeping. Access the resource titled “Orientation/Recordkeeping Workbook Emergency Shelters” at: www.dhss.mo.gov/cacfp/LawsRegs.html for detailed instructions and sample forms.